

**Sacramento Safety Committee Quarterly Meeting**  
**June 12, 2001**  
**1001 I Street, Conference Room 720**

Those who attended: Anne Shelby, Julie Solomon, Brent K. Takemoto, Terri Peterson, Rachel Kirlis, Katherine Akins, Doug Thompson and Cindy Francisco.

1001 I Street Drill

Since all who attended were from 1001 I Street, we began with a discussion of the upcoming evacuation drills at that facility. Cindy answered questions concerning the drill. The main item discussed is that all employees are required to participate--no one can opt to stay at their workstation.

Log 200 Review

The current Cal/OSHA Log 200 was discussed. Eleven claims have been filed so far this calendar year. It was noted that seven claims were related to either lifting injuries or carpal tunnel. Cindy stated that she would include more information on lifting and proper computer use information on the monthly Safety Meeting Ideas that are distributed to all managers and supervisors.

Safety Information on the Web

Safety information is available on the web from ARB Inside: Click on Administrative Services, click on Safety, and then choose your subject. It was noted that the Facilities information includes information specific to each building.

Emergency Evacuation Assistance Information Form (Cal/EPA-005)

Reminder that all persons with mobility limitations that are unable to go down stairs should complete this form. The person is not exempt from participating in the drill, it provides an opportunity to plan on how they will handle the situation before it arises. This form is available for any ARB staff member located in any ARB facility; however, the form was designed for 1001 I Street and may need to be altered to fit the emergency plan for persons located in other buildings.

Emergency Information Flip Charts

Cindy is working creating flip charts for all ARB facilities.

First Aid Kit Contents

It is noted that the First Aid supplies required in the Telework Policy does not impact what is required for First Aid Kits within facilities.

The Next Meeting

The meeting will be scheduled in September in a room on a hallway within the 1001 I Street building. It has been scheduled for Tuesday, September 25 at 1001 I Street, Conference Room 510.